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Office Memorandum • UNITED STATES GOVERNMENT

25X1A9a TO : Mr. [REDACTED], Services Branch

DATE: 4 February 1948

FROM : Transportation Division

SUBJECT: Monthly Report of Transportation Activities - January 1948

The following report covering activities of the Transportation Division during the month of January is submitted pursuant to your request.

1. Status of Personnel:

(a) T/O as of 1 January 1948 - 55 positions

(b) Total number actually on duty by sections

Office of the Chief 1

Shipping Section 3

Motor Pool 43

(c) Number of personnel interviewed for whom actions have been initiated:

Motor Pool (Chauffeur) 2

" " (Truck Driver) 1

(d) Positions remaining unfilled by sections:

Office of the Chief (Steno) 1

Motor Pool (Auto Mechanic) 2

" " (Chauffeur) 2

" " (Truck Driver) 2

(e) Principal Personnel Problems:

Recruitment Requests are on file with Personnel Branch for a Storekeeper, CAF-3; two Auto Mechanics, CPC-6; and a Stenographer, CAF-4. Actions are pending on two chauffeurs, CPC-3

25X1A9a During the month we lost one driver, [REDACTED],
25X1A9a through resignation and had one new man, [REDACTED], report for duty. We
25X1A9a also filled the Dispatcher slot, Mr. [REDACTED] having entered on duty
27 January. We now have twenty-seven (27) chauffeurs and the Assistant Dispatcher, who fills in as a driver, giving us a total of twenty-eight (28) drivers. Of this number, seventeen (17) are on assignments while six (6) are used in our night operation, leaving us five (5) men for use in the open pool and as replacements for our assigned drivers. We are in a little better shape during this month, as compared to the month of December when we were forced to operate with fewer chauffeurs due to number of men taking annual leave. All requests for service were handled with a minimum of delay and no requests for service were turned down due to non-availability of cars or drivers. The night operation is to be reduced to one man on each trick, instead of two, effective Sunday 8 February. This will give us two (2) additional drivers for use in the open pool, the third man to be assigned to Advisory Counsel in accordance with letter from the Executive for A & M

Of our total T/O of ten (10) heavy truck driving positions, we now have three (3) on duty in the \$1.12 hourly slots with one pending action; while all four of the \$1.05 positions are filled. [REDACTED] resigned from one of the \$1.12 jobs during the month and we are going to lose both [REDACTED], Tractor - Trailer drivers, at the end of January. Action has been submitted to promote [REDACTED] to \$1.12 per hour, as he is now qualified to drive the Tractor - Trailer trucks and it is intended to use [REDACTED] as a truck driver just as soon as the new Dispatcher is broken in. This will leave us with two vacancies at \$1.12 per hour and one vacancy at \$1.05 per hour.

2. Truck Operations:

The following truck operations were performed during the month:

6 trips to New York
148 Local hauls in and around Washington

3. The following is a report of the activities of the Garage and Que Building Motor Pool:

(a) [REDACTED] Garage

39 Car wash jobs
47 Lubrication and oil changes
61 Repair jobs (Cost \$ 678.28)
3 Repair jobs performed by outside contractors (Cost \$117.46)

(b) Que Building Motor Pool

543 Total trips made
25.8 Average number trips per day
4927 Total miles operated
234.6 Average miles per day
9.3 Average miles per trip
.38 Average time per trip
25.8 Average number trips per day

Forty one (41) passenger carrying vehicles operated a total of 28,922 miles while sixteen (16) trucks operated 10,159 miles.

4. Volume of work and flow of personnel for the month was as follows:

Travel Orders Prepared	
(a) Civilian Orders	73
(b) Amendments	2
(c) Military Orders	5
(d) Trans. Requests	171
Rail Reservations	69
Airline Reservations	29
Hotel Reservations	10
Fare Quotations	176
Persons Processed Overseas	6